

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.
 Region/Locality: Skyline Region
 Period: 08/31/03 - 09/27/03

Activity Report				
Task	Hours This Period	Total Hours	% Complete	Comments
Active Tasks				
PSAP STRATEGIC PLANNING	13.00			
1. Reviewed and revised each PSAP's project plan on periodic basis. Continued to monitor Phase I pending issues moving toward Phase II project tasks.	7.25			Revised plans to reflect current status, accomplishments, and problems. Determined items to finalize Phase I for PSAPs and to begin deployment of Phase II for PSAPs. Entire region.
2. Reviewed and coordinated issues with LRK staff, directors/coordinators, and follow up of such.	5.75			
PSAP ASSESSMENTS	23.75			
1. Continued with pending Phase I assessment issues regarding CPE.	7.75			Reviewed Motorola Centralink information with PSAP. Followed up on another potential issue with another region. Issue resolved. City of Waynesboro.
2. Assisted PSAP with issue involving new CPE.	16.00			Assisted PSAP with researching data display issue with new Vesta CPE. Harrisonburg/Rockingham.
FUNDING REQUEST/TRUE UP ASSISTANCE	25.50			
1. Assisted PSAPs with remaining issues for submission of FY03 True Ups and preparation of on-line FY05 submission.	25.50			Assisted PSAPs with finalizing true ups for submission. Reviewed guidelines and items to be included. Augusta County, Nelson County, City of Staunton, City of Waynesboro. Held workshop with region for review of FY05 on-line submission. Assisted with information for final submission. Entire region.

LEC/WSP LIAISON	16.25			
1. Researched status of LECs, trunk orders, equipment issues, and WSPs. Assisted with coordination of efforts. Followed up on all pending issues and concerns.	16.25			Involved meetings, calls, and/or e-mails with LEC, PSAPs, and WSPs. Reviewed status with LRK staff. Reviewed particulars with PMs in other regions to identify common issues. Individual and entire region. Followed up with TCS on COS default issues. Rockbridge County. Followed up with addressing issues for TSI and VA Cellular. Nelson County. Kept abreast of rehome issue. Drafted "all trunk busy" letters for PSAP to Nextel Partners Inc. Harrisonburg/Rockingham.
INSTALLATION OVERSIGHT	0.00			
CUT-OVER ASSISTANCE	9.00			
1. Prepared for cut-over with PSAPs.	9.00			Involved miscellaneous preparation, contacts and coordination with PSAPs, LECs, carriers, LRK staff and others to prepare for cut over. Augusta County, Nelson County, City of Staunton, and City of Waynesboro.

SYSTEM IMPLEMENTATION				0.00			
MAPPING/GIS ASSISTANCE				11.50			
2. Assisted PSAPs with display product issues.				11.50			Assisted PSAP with cell tower layer and resolved display product projection issue. Rockbridge County. Reviewed sector database NENA format issue. Entire region.
PROJECT REPORTING				11.50			
1. Prepared report outlining pertinent information for each PSAP for monthly report. Submitted for review.							Collected information and prepared monthly report for WSB. Reviewed with supervisor. Updated database. Entire region.
TRAINING				13.50			Reviewed, revised, and prepared to implement wireless training worksheet. Individual PSAPs and entire region.
ACCEPTANCE TESTING				53.75			
1. Coordinated and facilitated testing efforts with PSAPs and carriers. Assisted with resolution of problems.				53.75			Coordinated and scheduled testing for PSAPs. Augusta County and City of Staunton. Facilitated and participated in testing with Nextel Partners. Followed up with Triton PCS and nTelos on Phase II issues. Followed up with carriers regarding misrouted calls to Rockwell tandem. Followed up with CPE issue found during testing. Harrisonburg/Rockingham. Coordinated and assisted with Phase I testing with nTelos. Nelson County. Completed routing issues with Verizon Wireless. Coordinated Phase I testing efforts with nTelos. Completed CRS for WSP. City Waynesboro
TOTAL HOURS				177.75			
Completed Tasks							

Issues of Importance / Accomplishments							
Phase I deployment for Nelson County.							
Phase I testing scheduled for Augusta County.							

